



2007-2008 AMERICORPS*STATE GRANT APPLICATION PROCESS



FREQUENTLY ASKED QUESTIONS

AS OF THURSDAY, OCTOBER 26, 2006

What is “Subapplications” referring to in eGrants?

As outlined on page 22 of the *2007-2008 AmeriCorps*State Application Instructions*, this section does not apply to AmeriCorps*State applicants.

How do I submit attachments through eGrants?

Attachments are not submitted via eGrants. As outlined on page 7 of the *2007-2006 AmeriCorps*State Request for Proposals for Indiana Applicants*, additional required attachments (one original and 5 duplicates bound by a standard binder clip only) must be delivered by Tuesday, October 31, 2006 at 5:00 P.M. (Eastern Time) to:

Office of Faith-Based and Community Initiatives
302 W. Washington Street, Room E012
Indianapolis, IN 46204
Attn: Senior Program Officer

Is there a page limit on the application?

The application must be submitted via eGrants, the Corporation’s on-line grant system. In eGrants, there are character limitations for each section of the proposal outlined on pages 10 and 11 of the *2007-2008 AmeriCorps*State Application Instructions*.

I am having problems with eGrants.

If you experience problems using eGrants, contact the eGrants Help Desk at (888) 677-7849 or (202) 606-7506, or email egrantshelp@cns.gov.

In case of problems, you are strongly encouraged to begin working with eGrants at least several days prior to the October 31, 2006 at 5:00 P.M. Eastern Time due date.

What kind of training costs do I need to include in my budget?

Page 20 of the *2007-2008 AmeriCorps*State Application Instructions* includes information on required staff and member trainings sponsored by the Office of Faith-Based and Community Initiatives. The *2006-2007 AmeriCorps Provisions, Section IV.D.* also contains some information on member training expectations.

Are staff members separate from the AmeriCorps members, or do they count as part of the ten member minimum?

The staff secured to operate your program and administer the grant must be entirely separate than the individuals enrolled in the AmeriCorps program as members.

Is membership in the Indiana AmeriCorps Directors' Association (IADA) required?

IADA is organized and operated completely separately from the Office of Faith-Based and Community Initiatives. No AmeriCorps funding or matching dollars can be used to support membership in the association. Participation in the association will not be required as part of your grant agreement.

AS OF MONDAY, OCTOBER 23, 2006**How long is the grant period – is it one (1) or three (3) years?**

AmeriCorps*State funding is on a three-year cycle. Successful applicants will receive a grant agreement for one year, with the possibility of continuing into a second and then third year. The budget and performance measures in your application should reflect the first year of funding only.

How many performance measures can I enter into eGrants?

At a minimum, you are required to enter one aligned set of performance measures in your primary service category. You should include the number of performance measures that is appropriate for your program design. Please see page 18 of the *2007-2008 AmeriCorps*State Application Instructions* for more information.

I received error messages related to my budget in eGrants. Can you help?

As this is a competitive process, we are unable to review in any way your application or any part of your application ahead of the October 31st due date.

You may submit questions (e.g. If the Corporation share cannot exceed 85% of the minimum living allowance for members, does that mean I have to contribute at least 15% as match?), but we are unable to review any piece of your application to assist in determining the source of errors.

Which NOFA should I select in eGrants?

The NOFA is for the “Commission AmeriCorps State FY 2007” or “Commission Education Awards Program 2007” if you are applying for an education awards only program. The dates for these are 1/07 though yours is due to us in eGrants (with the required hard copy attachments submitted to our office) by October 31, 2006 no later than 5:00 PM Eastern Time.

AS OF MONDAY, OCTOBER 16, 2006**Is it acceptable to have a combination of full-time and part-time members?**

Yes. Any combination of full-time (1,700 hour) and part-time (900 hour, 675 hour, 450 hour, or 300 hour) members is acceptable, as long as the total number equals at least the equivalent of ten (10) full-time members.

What is an anticipated health care cost per full-time member to use as a 'plug in' for the budget?

As a benchmark, the Indiana AmeriCorps Directors' Association (www.indianaamericorps.org/w/) purchases health insurance at a group rate that programs may access through association membership. The 2005-2006 rate per member was approximately \$115 per month.

AS OF MONDAY, OCTOBER 2, 2006**We are in the process of finishing the writing of our AmeriCorps grant. The nine congressional districts of Indiana are in huge support of our proposed program and would like to include a letter of support. Is there a way to submit attachments (i.e. – letters of support) through e-grants? If so, what types of attachments are allowable?**

Attachments may not be submitted through eGrants. Page 19 of the *2007-2008 AmeriCorps*State Application Instructions* discusses the required attachments. Additional attachments will not be reviewed during the review process, nor forwarded to the Corporation.

A number of organizations are partnering together to submit an application. Do all need to attend a Technical Assistance Workshop? Does each partner need to submit an individual budget?

Only the applicant organization is required to attend a Technical Assistance Workshop. Partner organizations are encouraged to attend as well to ensure an understanding of the AmeriCorps*State program and application guidelines.

Each application must contain only one budget. If a number of organizations are partnering together on a program, only one budget including all aspects of the program should be included.

AS OF TUESDAY, SEPTEMBER 26, 2006**Can you help me to understand the difference between what AmeriCorps and VISTA members can do?**

Information on allowable and unallowable activities for AmeriCorps*State members can be found at: http://www.americorps.org/pdf/45CFR_chapterXXV.pdf. Search for “2520” -- parts 2520.20-2520.65 explain what AmeriCorps*State members can and cannot do.

In the application narrative, Section B, question 2 (“If you have received other Corporation program funds of any type within the past three years...”), what is the question asking?

If your organization receives or has received in the last three years any funds from the Corporation for National and Community Service other than AmeriCorps (e.g. AmeriCorps*VISTA, Learn & Serve, Senior Corps), list the amounts you received from each Corporation program in this section. Otherwise, the question is not applicable.

AS OF TUESDAY, SEPTEMBER 19, 2006

No questions asked this week.

AS OF TUESDAY, SEPTEMBER 12, 2006**How many members can I request?**

In order to provide member positions in quantities that make an impact on the identified community need, applicants may request no fewer than 10 full-time equivalent (MSY) AmeriCorps members as part of their application. Rural programs may be eligible to apply for a smaller number of AmeriCorps members and a part-time AmeriCorps Program Director. Please contact [OFBCI](#) for further information.

How much money can I request?

AmeriCorps grants are calculated by multiplying the number of full-time equivalent, referred to as member service year (MSY), AmeriCorps members by the cost per full-time member. For example, a successful applicant requesting 10 full-time AmeriCorps members (MSYs) at a cost per member of \$12,000 would receive a grant of \$120,000 (10 members x \$12,000). In Indiana, the cost per MSY may not exceed \$12,600.

What are the match requirements?

For Budget Sections I & III: You must match with cash or in-kind contributions at least 33% of the project’s total Operating (Section I) plus Administrative (Section III) costs. The acceptable sources of matching funds are federal, state, local, private sector, and/or other funds in accordance with applicable AmeriCorps requirements.

For Budget Section II: You must match at least 15% of all member costs (Section II) with non-federal cash. The matching sources may be state, local, private sector, or other non-federal funds in accordance with applicable AmeriCorps requirements. Other federal funds are not an acceptable source of the required 15% cash match for member costs, except for health care.

Please see the 2007-2008 application instructions and 45 CFR §§ 2521.35–2521.90 for more information on match requirements.

Are tutoring programs allowable?

Yes. Please refer to 45 CFR §§ 2522.900–2522.950 for details on the program requirements per the AmeriCorps Regulations.

How much total funding is available?

For new and recompetiting Indiana formula-funded AmeriCorps*State programs, OFBCI estimates that there will be approximately \$250,560. This is just an estimate. We have yet to receive information on what Indiana's final formula allocation will be for the 2007 program year.

For State and Territory Competitive AmeriCorps programs, there is \$55.5 million available. This is a national figure. Please see the *2007 Notice of Federal Funding Opportunity* for more information.

For State and National Education Award Programs, there is \$5.5 million available. This is a national figure. Please see the *2007 Notice of Federal Funding Opportunity* for more information.